

# Request for Legal Assistance

ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

PLEASE SUBMIT COMPLETED REQUEST FORM TO  
DCSD OFFICE OF LEGAL AFFAIRS:

- H. ERIC HILTON (DISTRICT WIDE, BOARD AGENDA ITEMS & EXCEPTIONAL EDUCATION)
  - MARISSA KEY (EMPLOYEE RELATIONS, OPEN RECORDS & TITLE IX MATTERS)
  - GLINTON DARIEN (RISK MANAGEMENT & WORKERS COMPENSATION MATTERS)
  - CHASITY MIDDLEBROOKS-CODY (HUMAN RESOURCES & STUDENT RELATIONS)
  - DANIEL DENTON (CONTRACTS)
- WITH A COPY TO:
- SELYNTHIA WISE, OFFICE SPECIALIST

\*\*\* This request is a confidential communication and should be treated as such \*\*\*

Topic: Mitel Annual Maintenance Upgrage  
*(e.g., contract review, policy matter, etc.)*

Action/response required Legal Review

Date of request: 9/13/24 Date by which a response is needed: 9/19/24  
*(Allow 3 to 5 business days)*

Background information: To provide coverage for the DCSD Mitel Phone System for internal and external communication.

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)?  Yes  No Description of attachments, if any \_\_\_\_\_

Requested by: LaKeisha Brooks LaKeisha Brooks  
Print Name Signature

Email: lakeisha\_brooks@dekalbschoolsga.org Telephone: 678-676-1274

Department: DIIT

Cabinet Member authorizing the request: 

This item is approved as to form?  Yes  No

By: H. Eric Hilton

Comments: \_\_\_\_\_

Please copy on email: All that are copied on original email

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### Telephone Conference

Was this matter an emergency requiring immediate contact?  Yes  No

Date Called: \_\_\_\_\_ Time: \_\_\_\_\_ Total Time of Conference: \_\_\_\_\_

Advice Given: \_\_\_\_\_

Action Taken: \_\_\_\_\_